

**SUPERSEDES SCHEDULE C-510**

DGS-550-1  
REV. 6/78

**DEPARTMENT OF GENERAL SERVICES**  
Records Management Division

SCHEDULE  
NO. **C-618**

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Anne Arundel County		Police Department Records Unit
AGENCY		DIVISION
Item No.	Supersedes C-510 Description	Retention
1.	<u>Investigation and Offense Report Files</u>  Consists of written narrative reports concerning citizen and officer complaints, incidents and accidents. These files also contain supplemental reports, by case number, and are part of the entire individual case file.	Microfilm originals, then destroy originals after 30 days from date originated. Retain microfilm 25 years and then transfer to the State Archives.
2.	<u>Radio Complaint Cards</u>  Consists of Printed Complaint Cards containing a record of each telephonic complaint received by the Police Communications Center. Cards are marked 'Report' and 'No Report'.	1. Cards marked 'Report' to be microfilmed, retained for 30 days, then destroyed. Retain Microfilm 25 yrs. 2. Cards marked 'No Report' to have data thereon computer entered, retain for 90 days then destroy.
3.	<u>Criminal History Record Information Files</u>  Consists of individual files on microfilm, for all persons arrested prior to 1984. After 1984 CHRI is maintained on computer.	Retain individual CHRI files for 80 years from Date of Birth, then destroy or destroy upon proof of death.
4.	<u>Grand Jury File</u>  Consists of all original reports, statements, and other documents submitted to State's Attorney for indictment.	Microfilm, and retain individual paper file for 2 years or until court action complete; then destroy. Retain film copy of record for 10 years, then transfer to the State Archives.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

8-28-87	<i>Edgar M. Patch, Jr.</i>	Police Records Manager	7/12/88	<i>Edward J. ...</i>	State Archivist
Date	Signature	Title	Date	Signature	Title

Edgar M. Patch, Jr.  
Police Records Manager

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Item No.	Description	Retention
	Supersedes C-510	
5.	<u>AA County Non-Moving (Parking) Citation File</u>  Consists of individual Traffic Summons issued for illegal parking within AA County.	Retain for six (6) months after payment, then destroy.
6.	<u>Detective Investigating Files</u>  Consists of original notes, copies of statements and right forms, and other papers pertinent to an investigation.	Retain for five (5) years or until appeals process is exhausted, then destroy.
7.	<u>Docket Files</u>  Consists of Ledger Book listing containing names of all persons arrested.	Retain permanently. Transfer to the State Archives after five (5) years.
8.	<u>Photographic (Mug Shot) Files</u>  Consists of negatives of individuals arrested.	Retain negatives for seventy (70) years from date of birth, then destroy, or destroy upon proof of individual's death.
9.	<u>Firearms Registration File</u>  Computerized record of information such as owner, address, make, model, caliber, serial number, and location of weapon.	Information retained on computer permanently or until proof of destruction of the weapon has been furnished.